How to Enter Initial Secondary Student Data in Infinite Campus

➢ Follow **steps 1-5 if**

    a. You are entering a student into a **New** Career Pathway, or

    b. You are entering a student on the TEDS tab for the first time, or

    c. You are an ATC/CTC (because you will need to establish the student in IC at your site location)
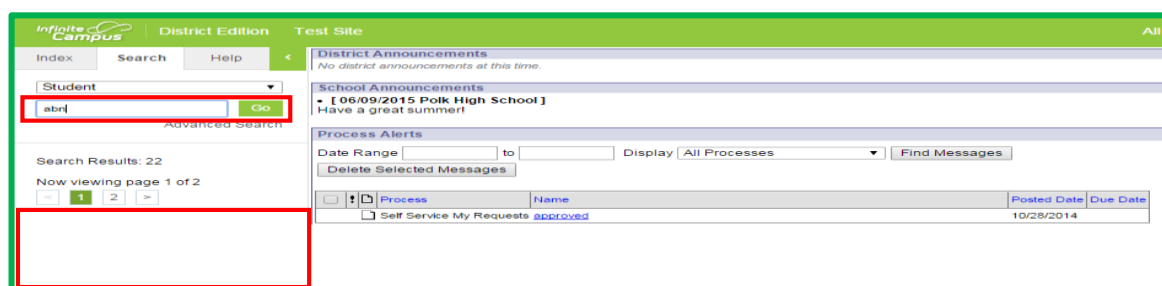
➢ **start at step 6 if**

    a. You are entering information for a student that has been previously enrolled in the pathway on the TEDS tab,
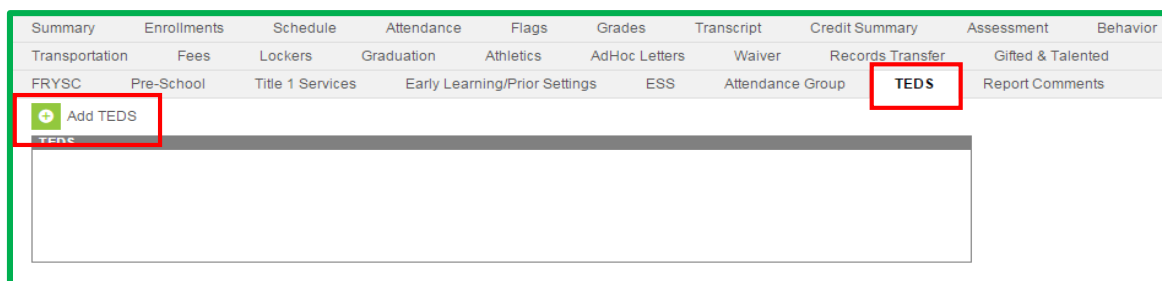
1. Log into Infinite Campus and Click the "**Search**" tab
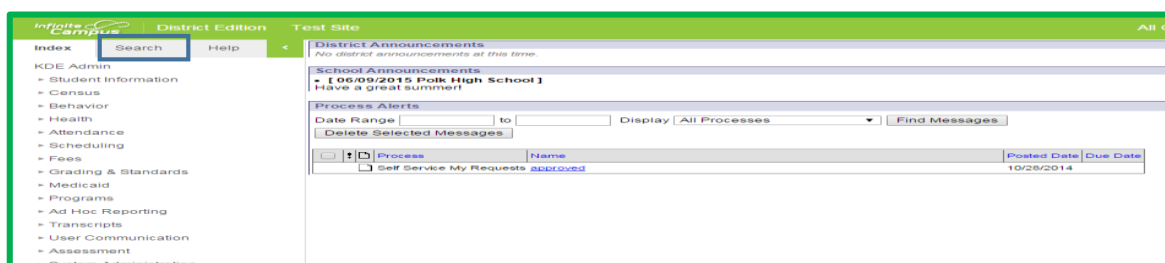
2. Enter a Student Name, click **Go**. Click on the student name under search results

3. Find the TEDS tab and click on Add TEDS to start a new TEDS record

4. Enter data into each of the **RED** highlighted fields below **ONLY**:

   a. School - This is the home school for the student, it auto fills when you add a new TEDS record.

   b. Start Date - The date when the student starts in the **first course** of a Career Pathway. This date should **not be changed** after it is entered the first time.

   c. CIP Code – From the dropdown, select the appropriate code that represents the Career Pathway for which you are creating a new enrollment.

   d. Special Populations – *NOT IN RED BUT STILL REQUIRED.* Select from the dropdown ONLY if you know this information. DO NOT ASK THE STUDENTS.

   e. Daily Attendance Hours

      i. Semesters vs. **Trimesters** - *If your school schedule is trimesters* choose trimesters, all others choose semesters. If on trimesters, you will see 3 Term boxes below, otherwise you will see 2 Term boxes.

      ii. Term Boxes - The average daily amount of time the student spends in a Career Pathway. The formula is total minutes in courses in the pathway divided by sixty minutes and the answer should be in n.nn format.

         Example: John is in two 55-minute courses in the pathway five days a week, so John has 110 minutes total, which I divide by 60 minutes, which equals 1.83 attend hours in my Term 1 box and zero in Term 2 until I know the student's schedule for the 2nd semester.

   f. Credit Hours - *NOT IN RED BUT STILL REQUIRED.* Number of earned credits PLUS the number of credits the student is currently enrolled in the pathway.

   g. Student Objective - Every student is "**Exploring**" until they meet the definition for Preparatory. "**Preparatory**" means the student has completed two credits in a career pathway and has enrolled in the third credit for the same pathway.

5. Click Save and the student has a new active career pathway that can be imported to TEDS.

If the student was previously enrolled in a pathway already in their TEDS tab, start here…

6.   Log into Infinite Campus and Click the "Search" tab

7.   Enter a Student Name, click go, and then click on the student name when it shows up under search results

8.   Click on the TEDS tab and you will see that a school name is already showing because the student has previously been enrolled in a pathway

9. Click the "+" symbol next to the name of the school to expand the list of pathways for which the student has previously been enrolled. You will notice that one below has an end date and the others do not. Only those that do not show a past year's end date will export and import to TEDS.

10. Click on the name of the Career Pathway that the student is continuing in that needs to be updated for the current school year

11. You will need to update the following fields to make this an active record that will import to TEDS.

    a. Daily Attendance Hours - (see definition in Step 4e) Attendance Hours should reflect current year time

    b. Credit Hours - Should reflect total credits in the pathway for <u>entire high school career</u> for the student

    c. End Date - Should be blank

    d. Student Objective - If the student now meets the definition for preparatory in Step 4g above, make the change in this field.

    e. Termination Status - Should be blank

12. Click Save and this record will now be active for the current school year.

REMEMBER:

➢ DO NOT MARK FEDERAL INDICATORS IN INFINITE CAMPUS

➢ DO NOT TERMINATE STUDENTS IN INFINITE CAMPUS

➢ YOU MUST REMOVE END DATE AND TERMINATION STATUS FOR A STUDENT TO BE ACTIVE